

12 October 1977

MEMORANDUM FOR: Training Officer,

FROM :

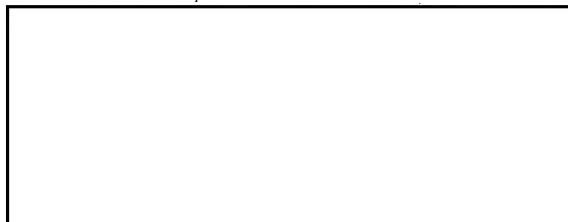
NFAC Personnel Officer

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SUBJECT : Management Seminar XXIII, 23 January - 3 February 1978

1. OTR will conduct Management Seminar XIII for Agency middle managers from 23 January - 3 February 1978. The NFAC quota is five.
2. The seminar will follow the established two-week format. Under this format, emphasis will be given to participant-generated case studies of Agency management problems. Other elements of the course will include Agency management speakers, simulation exercises, problem-solving techniques, and discussion of management theory and practice. The first week will be in the Chamber of Commerce building, and the second at a site out of town.
3. Nominees should be GS-13 to GS-15 level officers who have been appointed recently to managerial positions or who are expected to assume such positions in the near future. The seminar depends upon willingness to contribute in a positive way and upon sufficient experience with Agency management styles to make realistic judgments during group discussions. For these reasons, the nominee should have a minimum of three years experience in the Agency and have an active interest in a management career. Also, nominees should have the potential to assume additional managerial responsibilities in the future. Nominees on their office PDP will have preference.
4. It is essential that the nominees be willing and able to prepare and submit prior to the program a written version of a management problem that will be used for discussion and learning during the seminar. The seminar staff will meet the nominees about five weeks prior to the beginning of the seminar to make this assignment.

5. If you have a candidate, please submit that person's name, office extension and room number, a nominating statement, updated bio profile, and official personnel folder to the NFAC Administrative Staff by 18 November 1977. If you have no nominee, we would appreciate a negative reply.



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12 October 1977

MEMORANDUM FOR: Training Officer, :
FROM : NFAC Senior Training Officer
SUBJECT : Career Counseling Course

1. The next Career Counseling Course, offered jointly by the Office of Training, the Office of Personnel and the Psychological Services Staff/OMS, will be held 8 - 11 November 1977 The class is limited to twelve students; the NFAC quota is three.

2. The course is intended to:

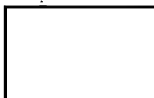
- a. enhance the capacity of individual counselors to deal with counseling situations;
- b. make counselors aware of written guidance and counseling services that are available; and
- c. provide a forum for examination of counselor functions, roles and methods.

3. Your office Career Development Officer should attend this course as early in his tenure as possible. If he has not taken the course and is able to at this time, or, if you have another individual in your office you would like to send, please let the NFAC Administrative Staff know by 21 October 1977. There is precourse work involved. If you have no candidate, we would appreciate a negative reply.



MEMORANDUM FOR: Asst NIOs

Please let me know if you have any interest.



19 Oct 77

Date

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